

CORRECTED



Job Title:	Tourism and Event Center Coordinator	Job Requisition#:	2k17-05-25
Department:	Administration	Status:	Classified
Revised Date:	5/25/2017	Job Code:	1815
Union Code:	Non-represented	Handles Confidential Info:	Yes
First Day to Apply:	05-30-2017	FLSA	NE
Last Day to Apply:	Open Until Filled	Salary Range:	\$33,540 - \$37,732
Work Schedule:	Monday – Friday 8:00 a.m. – 5:00 p.m. Evening and Weekend Hours for Events		

GENERAL PURPOSE: Under general supervision, provides financial oversight, planning and monitoring of the County's branding and tourism strategy as it relates to the El Zocalo Event Center and Visitor Center; provides leasing and property management of the site; markets and coordinates tenant lease space; provides assistance to Administration in achieving the goals and objectives set forth for the County.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Tourism, Hospitality, Marketing, Economic Development, Business Administration, or related field and four years of office management, event management, or related experience that includes experience with bookkeeping, event scheduling, commercial/business leasing, contract negotiation, marketing and public information; OR an equivalent combination of education and experience. Experience with grant writing and administration highly desirable.

Required Licenses or Certifications:

- Valid New Mexico Driver's License.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the County Business Development Director, and will exercise supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides day to day direction to assigned staff; assigns tasks and coordinates schedules, projects, and programs; and provides feedback and recommendations to staff.
- Organizes various functions of tourism marketing and promotion in Sandoval County; uses a variety of media for marketing and promotion including social media, websites, print media, and broadcast media; works closely with associated or assigned boards, committees and professional organizations.
- Writes and administers assigned grants; oversees contracted staff and grant documents, finances, and files.
- Prepares and issues Requests for Proposal (RFP's) and Requests for Bid (RFB's) for the department; ensures that the rules and regulations from DFA are followed in the procurement process; and prepares and monitors department contracts and agreements.
- Reviews, monitors, and maintains the department financial records and budgets; reconciles event center and tenant revenue; posts information on revenues with the Treasurer's department; and provides reports and information for the development of the departmental budget.
- Maintains records, researches costs, obtains estimates according to County procurement regulations, monitors departmental budget and tracks expenditures.
- Performs property management for tenant rental space for County developments; shows property to prospective tenants; negotiates leases with tenants; drafts and finalizes leases; and oversees the coordination of maintenance and janitorial services for the rental property as needed.

JOB DESCRIPTION

Tourism and Event Center Coordinator

- Provides administrative and technical support including preparing letters, resolutions, commission agenda items and agreements for the Administration.
- Performs related duties as assigned.

Required Knowledge of:

- Operational characteristics, services, and activities of a Tourism Office, Event Center and/or Commercial Property Site Manager, including business/industry principles and practices related to work assigned.
- Basic principles of real estate financing and feasibility, contract and agreement negotiation and administration.
- Principles of customer service and public relations.
- Project development, scheduling, monitoring, and control systems.
- Marketing and promotions principles and techniques.
- Grant writing principles and techniques.
- Research methods and report presentation.
- Current economic, tourism, product development, development and demographic trends in the region;
- County geography, history, culture, and communities.
- Arithmetical computations adequate to correctly perform work.
- Principles of supervision, training, and performance evaluation.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of governmental budget preparation, administration and monitoring.
- Proper English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Writing and evaluating grants, contracts, and proposals.
- Researching and preparing administrative reports and project evaluations.
- Preparing or coordinating media coverage and the dissemination of information in support of the county's tourism's function and activities.
- Negotiating and administering contracts and agreements.
- Property management; to include negotiating, drafting and providing oversight of tenant leases; overseeing coordination of maintenance and janitorial services.; and maintaining positive tenant relations
- Building community and corporate relationships and promotional/marketing partnerships beneficial to all participants.
- Developing marketing and tourism services information, programs, and products.
- Working cooperatively with County employees, developers, contractors, and the public.
- Working with equipment, tools, and materials required in area of assignment.
- Applying project management techniques and principles.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing computer software programs and other relevant software affecting assigned work; and in preparing marketing materials and compiling and preparing spreadsheets.
- Preparing, monitoring and administering assigned budgets and grants.

Physical Demands / Work Environment:

- Work is performed in standard office and event center environments
- Essential and supplemental functions may require maintaining physical condition necessary for sitting,

JOB DESCRIPTION

Tourism and Event Center Coordinator

- walking or standing for prolonged periods of time, stooping, and lifting and carrying items weighing up to 25 pounds.
- Work frequently involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Operates a County vehicle as necessary to attend meetings, training and perform related job duties.

I _____ (Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

Employee Signature

Date



HRD.26- 2015

**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____ JOB REQ # _____
ADDRESS: _____ PHONE: _____
EMAIL: _____ PHONE: _____
I AM APPLYING FOR (Position Title): _____

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? ☐ YES ☐ NO
2. Did you receive an honorable discharge? ☐ YES ☐ NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? ☐ YES ☐ NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date